


<b>INVITATION TO BID</b>  STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING				BIDS WILL BE PUBLICLY OPENED:  <div style="font-size: 1.2em; font-weight: bold;">APR 27, 2006      10:00 AM</div>	
=====> <b>VENDOR NO. :</b> <b>SOLICITATION :</b> 2206617 <b>FILE NO. :</b> <b>OPENING DATE :</b> 04/27/06  <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>		<b>PURCHASING AGENCY NO. :    107001</b>  <b>SEE NO. 8 BELOW. RETURN BID TO</b> <div style="text-align: right;">10:00 AM</div> <div style="display: flex; justify-content: space-between;"> <span>2206617</span> <span>04/27/06</span> </div> <b>OFFICE OF STATE PURCHASING</b> <b>OFFICE OF STATE PURCHASING</b> <b>POST OFFICE BOX 94095</b> <b>BATON ROUGE, LA 70804-9095</b>  <div style="display: flex; justify-content: space-between;"> <div> <b>BUYER :</b>    JOHN COLLINS, CPPB  <b>BUYER PHONE :</b>    (225) 342-8031  <b>DATE ISSUED :</b>    04/04/06  <b>REQ. AGENCY :</b>    107001         </div> <div style="text-align: right;">FOLD HERE--&gt;</div> </div> <b>OFFICE OF STATE PURCHASING</b> <b>AGENCY REQ. NO. :</b> <b>ISIS REQ. NO. :</b> 1286510 <b>VENDOR PHONE :</b> <b>FISCAL YEAR :</b> 06 <b>CLASS/SUBCLASS :</b> 60082 <b>SCHEDULED BEGIN DATE :</b> 07/01/06 <b>SCHEDULED END DATE :</b> 06/30/07 <b>T-NUMBER :</b> 91879			
<div style="border: 1px solid black; width: 100%; height: 80px; margin: 0 auto;"></div> <div style="font-weight: bold; font-size: 1.1em; margin-top: 10px;">         FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.       </div>					
<i>PAPER SHREDDERS &amp; SUPPLIES</i> <i>STATEWIDE CONTRACT</i>					
<b>TO BE COMPLETED BY VENDOR</b>					
1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE. 2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER. 3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. 4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED. 5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).					
<b>INSTRUCTIONS TO BIDDERS</b>					
1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. <span style="float: right;">FOLD HERE--&gt;</span> 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____ . 6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID. 7. DESIRED DELIVERY: _____ 010DAYS ARO 8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE. 9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.					
<b>VENDOR PHONE NUMBER:</b> <b>FAX NUMBER:</b>		<b>TITLE</b>		<b>DATE</b>	
<b>SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3.</b> <b>(MUST BE SIGNED)</b>			<b>NAME OF BIDDER</b> <b>(TYPED OR PRINTED)</b>		

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:</p> <ul style="list-style-type: none"><li>A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;</li><li>B. BID FILLED OUT IN PENCIL; AND</li><li>C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</li></ul> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES . UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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<p>21. NEW PRODUCTS.</p> <p>UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS.</p> <p>UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION.</p> <p>THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR.</p> <p>FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY.</p> <p>IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW.</p> <p>ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS.</p> <p>BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION.</p> <p>ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY.</p> <p>CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY.</p> <p>IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> <li>1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR</li> <li>2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR</li> <li>3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.</li> </ol>			

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<p>1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:</p> <p>BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.</p> <p>BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT: OFFICE OF STATE PURCHASING P O BOX 94095 BATON ROUGE LA 70804-9095</p> <p>BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:</p> <p>OFFICE OF STATE PURCHASING CLAIBORNE BUILDING, SUITE 2-160 1201 NORTH THIRD STREET BATON ROUGE, LA 70802</p> <p>BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.</p> <p>BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE &amp; TIME SHALL RESULT IN REJECTION OF THE BID.</p> <p>***** PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION. *****</p> <p><b>**ATTENTION:**</b></p> <p>RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC OR ON STATE PURCHASING'S AGPS BIDDERS LIST. ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.</p> <p>2 ***** SUCCESSFUL VENDOR SHOULD KEEP ON FILE A COPY OF ALL ORDERS ISSUED AGAINST THIS CONTRACT DURING THE CONTRACT PERIOD. APPROXIMATELY FOUR (4) MONTHS PRIOR TO THE END OF THE CONTRACT PERIOD, VENDOR IS TO SUBMIT TO THE OFFICE OF STATE PURCHASING A CONTRACT USAGE REPORT WITH COPIES OF ALL ORDERS.</p> <p>THE USAGE REPORT IS TO INCLUDE THE VENDORS NAME, PHONE AND FAX NUMBER THE PERSONS NAME WHO COMPILED THE REPORT, A SUMMARY BY LINE ITEM WITH QUANTITY PURCHASED AND TOTAL VALUE OF EACH LINE ITEM. ADDITIONALLY THE REPORT IS TO SUMMARIZE THE TOTAL DOLLAR VALUE OF THE ENTIRE</p>			

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<div><div></div><div><p>CONTRACT. VENDOR MAY SUBMIT COMPUTER GENERATED REPORTS AND CAN ITEMIZE BY ORDER NUMBER, BY LINE ITEM, BUT THE LINE TOTALS, CONTRACT TOTALS AND COPIES OF ORDERS ARE REQUIRED.</p><p>*****</p><p>3 TERMS AND CONDITIONS. THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE COMMODITIES HEREIN. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED.</p><p>4 VENDOR'S FORMS. THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.</p><p>5 SUBSTITUTES. ONLY BRANDS AND NUMBERS STATED IN THE AWARD ARE APPROVED FOR DELIVERY UNDER THIS CONTRACT AND ANY SUBSTITUTION MUST RECEIVE PRIOR WRITTEN APPROVAL OF THE DIRECTOR OF STATE PURCHASING OR DESIGNEE.</p><p>6 PRICE REDUCTIONS. WHENEVER THERE IS A REDUCTION IN PRICE, WHICH IS LOWER THAN THE CONTRACT PRICE, OFFERED TO SIMILARLY SITUATED CUSTOMERS CONTRACTING FOR THE SAME PERIOD AND UNDER THE SAME TERMS AND CONDITIONS, SAID REDUCTION MUST BE PRESENTED DIRECTLY TO THE DIRECTOR OF STATE PURCHASING. NO PRICE REDUCTION ON A STATEWIDE CONTRACT MAY BE OFFERED TO AN AGENCY UNLESS THAT REDUCTION IS OFFERED TO ALL AGENCIES.</p><p>7 DELIVERIES. CONTRACTORS WILL MAINTAIN AN ADEQUATE SUPPLY OF ALL ITEMS IN ORDER TO MEET SPECIFIED DELIVERY.</p><p>8 INVOICES. INVOICES WILL BE SUBMITTED BY THE CONTRACTOR TO THE USING AGENCY AND THE INVOICE SHALL REFER TO THE DELIVERY TICKET NUMBER, DELIVERY DATE, PURCHASE/RELEASE ORDER NUMBER. QUANTITY, UNIT PRICE, AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE CONTRACTOR IN DUPLICATE DIRECTLY TO THE ACCOUNTING DEPARTMENT OF THE USING AGENCY. INVOICES SHALL SHOW THE AMOUNT OF ANY CASH DISCOUNT AND SHALL BE SUBMITTED ON THE CONTRACTOR'S OWN INVOICE FORM.</p><p>9 PAYMENT. PAYMENT WILL BE MADE ON THE BASIS OF UNIT PRICE AS LISTED IN THIS CONTRACT; SUCH PRICE AND PAYMENT WILL CONSTITUTE FULL COMPENSATION OF FURNISHING AND DELIVERING THE CONTRACT COMMODITIES. IN NO CASE WILL THE STATE AGENCY REFUSE TO MAKE PARTIAL PAYMENTS TO THE CONTRACTOR ALTHOUGH ALL ITEMS HAVE NOT BEEN DELIVERED. THIS PAYMENT IN NO WAY RELIEVES THE CONTRACTOR OF HIS RESPONSIBILITY TO EFFECT SHIPMENT OF THE BALANCE OF THE ORDER. PAYMENT WILL BE TO VENDOR AND ADDRESS AS SHOWN ON ORDER.</p><p>10 VENDOR LIST. THE BIDDER WHO SIGNS THE BID WILL BE DESIGNATED AS PRIME</p></div></div>			

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<p>CONTRACTOR ON ANY CONTRACT RESULTING FROM THIS SOLICITATION. IF ADDITIONAL DISTRIBUTOR VENDORS ARE AUTHORIZED TO RECEIVE ORDERS FOR ITEMS CONTAINED IN SAID CONTRACT, THE BIDDER MUST SUBMIT WITH THE BID, A LIST OF THOSE ADDITIONAL AUTHORIZED DISTRIBUTORS INCLUDING THE COMPLETE BUSINESS ADDRESS. THE PRIME CONTRACTOR WILL BE RESPONSIBLE FOR THE ACTIONS OF ANY DISTRIBUTOR VENDORS LISTED.</p> <p>11 COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS SOLICITATION, THE BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>12 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.</p> <p>DO YOU CLAIM THIS PREFERENCE? YES_____</p> <p>SPECIFY LINE NUMBER (S) : _____</p> <p>_____</p> <p>SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED: _____</p> <p>_____</p> <p>(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)</p> <p>DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES_____ NO_____</p> <p>IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?</p> <p>YES_____ NO_____</p> <p>FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.</p> <p>13 COOPERATIVE PURCHASE. POLITICAL SUBDIVISIONS OF THE STATE AND QUASI STATE AGENCIES MAY BE PERMITTED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING. THE BIDDER MAY, AT ITS OPTION, AMEND THIS</p>			

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<p>BID SO THAT ANY CONTRACT AWARDED WILL NOT APPLY TO POLITICAL SUBDIVISIONS OR QUASI AGENCIES.</p> <p>BIDDER HEREBY AMENDS HIS BID SO THAT ANY CONTRACT AWARDED WILL NOT APPLY TO QUASI STATE AGENCIES OR OTHER POLITICAL SUBDIVISIONS OF THE STATE.</p> <p>FAILURE TO MARK THE ABOVE WILL CONSTITUTE A WAIVER BY BIDDER OF THE ABOVE OPTION.</p> <p>14 ACCEPTANCE. UNLESS OTHERWISE SPECIFIED, BIDS ON THIS CONTRACT WILL BE ASSUMED TO BE FIRM FOR ACCEPTANCE FOR A MINIMUM OF 60 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE SPECIFIED CONTRACT PERIOD.</p> <p>15 CONTRACT REVISIONS. REQUESTS FOR REVISIONS TO THIS CONTRACT MUST BE ADDRESSED TO THE DIRECTOR OF STATE PURCHASING AND SHALL REFER THE CONTRACT ITEM NUMBER WITH JUSTIFICATION OF THE REQUEST. DISTRIBUTOR VENDOR CHANGES, PRICE REDUCTIONS AND JUSTIFIABLE ITEM DELETIONS MAY BE CONSIDERED DURING THE CONTRACT PERIOD. NEW ITEM ADDITIONS WILL BE CONSIDERED ONLY ON THE ANNIVERSARY DATE OF THE CONTRACT. EXCEPTIONS TO THIS WILL BE ALLOWED ONLY WHEN STATE PURCHASING HAS DETERMINED ADDITIONS WILL BE OF SUBSTANTIAL BENEFIT TO THE STATE AND WILL JUSTIFY THE TIME, EFFORT AND COST REQUIRED TO MAKE SUCH ADDITIONS.</p> <p>CONTRACTOR MUST IMMEDIATELY NOTIFY THE OFFICE OF STATE PURCHASING WHEN ANY DEALER ON THIS CONTRACT IS TERMINATED, RELOCATED OR ADDED. ALL ORDERS PLACED WITH DEALERS PRIOR TO RECEIPT OF SUCH NOTIFICATION BY THE OFFICE OF STATE PURCHASING MUST BE HONORED. REVISIONS WILL BECOME EFFECTIVE ONLY UPON APPROVAL BY THE DIRECTOR OF STATE PURCHASING OR DESIGNEE. BIDDER SHOULD INCLUDE WITH BID A LIST OF ALL PERSONS, IN ADDITION TO THE SIGNER OF THIS BID, WHO ARE AUTHORIZED TO REQUEST REVISIONS TO THIS CONTRACT.</p> <p>16 CONTRACTUAL PERIOD. THE STATE OF LOUISIANA INTENDS TO AWARD ALL ITEMS FOR AN INITIAL PERIOD, NOT TO EXCEED 12 MONTHS. DELAYS IN AWARDED, BEYOND THE ANTICIPATED STARTING DATE, MAY RESULT IN A CHANGE IN THE CONTRACT PERIOD. IF THE SITUATION OCCURS, AN AWARD MAY BE MADE FOR LESS THAN 12 MONTHS.</p> <p>17 QUANTITIES. THIS IS AN OPEN-ENDED REQUIREMENTS CONTRACT. QUANTITIES SHOWN ARE BASED ON THE PREVIOUS CONTRACT USAGE OR ESTIMATES. WHERE USAGE IS NOT AVAILABLE, A QUANTITY OF 1 INDICATES A LACK OF HISTORY ON THIS ITEM. THE SUCCESSFUL BIDDER MUST SUPPLY AT BID PRICES ACTUAL REQUIREMENTS AS ORDERED WHETHER THE TOTAL OF SUCH REQUIREMENTS ARE MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>18 ORDERS. ALL STATE AGENCIES ARE TO ISSUE CONTRACT RELEASE ORDERS FOR THE ITEMS REQUIRED, AS AND WHEN NEEDED. POLITICAL SUBDIVISIONS OF THE STATE AND QUASI AGENCIES WHO HAVE BEEN AUTHORIZED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING, ARE TO ISSUE THEIR REGULAR PURCHASE ORDERS DIRECTLY TO THE SUPPLIER, MAKING REFERENCE TO</p>			

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THE CONTRACT AND ITEM NUMBER.

19 CANCELLATION  
THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

20 CONTRACT PERFORMANCE EVALUATION  
IN AN EFFORT TO IMPROVE OUR CONTRACTS TO MEET THE NEEDS OF THE AGENCIES WE SERVE, THE CONTRACTOR'S PERFORMANCE WILL BE MONITORED. AGENCIES' FEEDBACK WILL BE REQUESTED REGARDING CUSTOMER SERVICE, DELIVERY, PRODUCT QUALITY, BILLING, OVERALL EFFECTIVENESS OF THE CONTRACT, AND ANY NEEDED CHANGES. THEIR RESPONSES WILL BE CONSIDERED IN DETERMINING OUR OPTIONS FOR RENEWALS OR REVISIONS AND REBIDDING. TO VIEW THE CONTENT OF THE CONTRACT PERFORMANCE EVALUATION FORM, GO TO [WWW.STATE.LA.US/OSP/ONLINEFORMS/FORMLISTING.HTM](http://WWW.STATE.LA.US/OSP/ONLINEFORMS/FORMLISTING.HTM) OR CALL FOR A COPY.

AGENCY REPORTS OF DEFICIENT PERFORMANCE WILL BE APPROPRIATELY ADDRESSED DURING THE CONTRACT PERIOD.

21 NON-EXCLUSIVE CLAUSE;  
THIS AGREEMENT IS NON-EXCLUSIVE AND SHALL NOT IN ANY WAY PRECLUDE THE STATE AGENCIES FROM ENTERING INTO SIMILAR AGREEMENTS AND/OR ARRANGEMENTS WITH OTHER VENDORS OR FROM ACQUIRING SIMILAR, EQUAL OR LIKE GOODS AND/OR SERVICES FROM OTHER ENTITIES OR SOURCES.

22 EVERY ITEM BID SHOULD HAVE SUFFICIENT INFORMATION ENCLOSED WITH THE BID, IN ORDER TO DETERMINE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS. THE ABOVE REQUIREMENTS INCLUDE ITEMS IN WHICH THE BIDDER STATES HE PROPOSES TO FURNISH EXACTLY WHAT IS CALLED FOR IN THE SPECIFICATIONS.

FAILURE TO COMPLY WITH THIS REQUEST MAY ELIMINATE YOUR BID FROM CONSIDERATION.

23 METHOD OF AWARD: IT IS THE INTENT OF THE STATE OF LOUISIANA TO AWARD THIS CONTRACT ON AN ALL-OR-NONE OR GROUPED BASIS AS DEEMED IN THE BEST INTEREST OF THE STATE. OTHERWISE, ITEMS WILL BE AWARDED SEPARATELY. THE STATE FURTHER RESERVES THE RIGHT TO REJECT INDIVIDUAL ITEMS FROM ANY ALL-OR-NONE OR GROUPED AWARD, TO REJECT ANY OR ALL BIDS, AND TO WAIVE INFORMALITIES.

24 COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE INSURANCE, AS OUTLINED BELOW, ARE REQUIRED IN THIS BID.

CONTRACTOR'S LIABILITY INSURANCE:

PROOF OF INSURANCE SHOULD BE SUPPLIED WITH THE BID AND WILL BE REQUIRED BEFORE WORK CAN COMMENCE.

INSURANCE COVERAGE SPECIFIED BELOW SHALL BE FURNISHED WITH THE FOLLOWING MINIMUM LIMITS:

COMPENSATION INSURANCE: THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION



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<p>INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES ENGAGED IN HAZARDOUS WORK UNDER THE WORKMAN'S COMPENSATION STATUE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.</p> <p>PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE WITH A MINIMUM AGGREGATE OF \$1,000,000.</p> <p>LICENSED AND NON-LICENSED MOTOR VEHICLES: THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.</p> <p>25 ITEMS FURNISHED MUST BE DELIVERED TO THE AGENCY, UNCRATED, SET IN PLACE, INSTALLED, AND ALL DEBRIS REMOVED FROM THE PREMISES BY THE SUCCESSFUL VENDOR.</p> <p>26 ANY ORDERS RESULTING FROM THIS SOLICITATION WILL BE PAID WITH NEW FY FUNDS, IF APPROPRIATED BY THE LEGISLATURE. DELIVERY CANNOT BE MADE PRIOR TO JULY 1 AND YOUR BID PRICES MUST BE FIRM FOR ACCEPTANCE AND DELIVERY ACCORDINGLY.</p> <p>27 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.</p> <p>28 LIST OF DISTRIBUTORS: THE VENDOR WHO SIGNS THE EXECUTION OF BID PAGE CONTAINED HEREIN SHALL BE DESIGNATED AS PRIME CONTRACTOR ON ANY CONTRACT RESULTING FROM THIS PROPOSAL. IF ADDITIONAL VENDORS ARE AUTHORIZED TO RECEIVE RELEASE ORDERS FOR ITEMS COVERED UNDER THIS PROPOSAL, THE BIDDER SHOULD SUBMIT, WITH THE BID, A LIST OF THOSE ADDITIONAL AUTHORIZED DISTRIBUTORS.</p>			

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	UNLESS SPECIFIED ELSEWHERE SHIP TO: STATEWIDE DELIVERY				
00001	COMMODITY CODE: 600-82-120354  PAPER SHREDDER, PERSONAL, STRIP CUT 3/16 SHEETS PER PASS 6-8 BASED ON 20 LB PAPER SPEED 12 FPM. THROAT SIZE 8.75".1/5 HP MOTOR 115 V. ACCEPTS STAPLES AND PAPER CLIPS. AUTO SHUT OFF FOR JAMS. ROCKER SWITCH START/STOP/REVERSE. CABINET TO HOLD SHREDDER BAG. 5 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	EACH	_____	_____
00002	COMMODITY CODE: 600-82-120355  PAPER SHREDDER, PERSONAL, CROSS CUT TO 5/32"X 1.5" SHEETS PER PASS 4-6 BASED ON 20 LB PAPER. SPEED 12 FPM. THROAT SIZE 8.75" .1/5 HP MOTOR 115 V. ACCEPTS STAPLES AND PAPER CLIPS. AUTO SHUT OFF FOR JAMS. 3 WAY ROCKER SWITCH START/STOP/REVERSE. CABINET TO HOLD SHREDDER BAG. 5 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	EACH	_____	_____
00003	COMMODITY CODE: 600-82-120356  PAPER SHREDDER. MID DUTY STRIP CUT 3/16". SHEETS PER PASS 19-22 BASED ON 20 LB BOND. SPEED 25-27 FPM. THROAT SIZE 9.25 MIN. ¾ HP MOTOR 115V. ACCEPTS STAPLES AND PAPER CLIPS.	1	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	OPTICAL MULTIFUNCTION START, STOP AND REVERSE SWITCH. AUTO SHUT OFF FOR JAMS. CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 5 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00004	COMMODITY CODE: 600-82-119437  PAPER SHREDDER MID-DUTY CROSS CUT TO 5/32 X 1". SHEETS PER PASS 9-11 BASED ON 20 LB PAPER. THROAT SIZE 9.25 MIN. ¾ HP MOTOR 115V. ACCEPTS STAPLES AND PAPER CLIPS. OPTICAL MULTIFUNCTION START, STOP AND REVERSE SWITCH. AUTO SHUT OFF FOR JAMS. CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 5 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	EACH	_____	_____
00005	COMMODITY CODE: 600-82-120358  PAPER SHREDDER, MID-DUTY STRIP CUT TO .25". SHEETS PER PASS 32-35 BASED ON 20 LB PAPER. SPEED 30 FPM THROAT SIZE 16". 1.75 HP MOTOR 115V. MOTOR IS RATED FOR CONTINUOUS RUN. ACCEPTS STAPLES AND CLIPS. AUTO START/STOP. 3 WAY ROCKER SWITCH START/STOP/REVERSE. AUTO SHUT OFF FOR JAMS. CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 10 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	45	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00006	COMMODITY CODE: 600-82-120359  PAPER SHREDDER, MID-DUTY CROSS CUT TO 3/16 X 2 3/8". SHEETS PER PASS 24-26 BASED ON 20 LB PAPER. SPEED 25 FPM. THROAT SIZE 16". 1.75 HP MOTOR 115V. ACCEPTS STAPLES AND PAPER CLIPS. MOTOR IS RATED FOR CONTINUOUS RUN. AUTO START/STOP. 3 WAY ROCKER SWITCH START/STOP/REVERSE AUTO SHUT OFF FOR CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 10 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	23	EACH	_____	_____
00007	COMMODITY CODE: 600-82-004512  PAPER SHREDDER MID-DUTY STRIP CUT TO .25".SHEETS PER PASS 22-25 BASED ON 20 LB PAPER. SPEED 30 FPM THROAT SIZE 12". 1 HP MOTOR 115V. MOTOR IS RATED FOR CONTINUOUS RUN. STAPLES AND PAPER CLIPS. AUTO START/STOP CONTROLLED BY PHOTO CELL. 3 WAY SWITCH START/STOP/REVERSE AUTO SHUT OFF FOR JAMS. WOODEN CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 10 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	EACH	_____	_____
00008	COMMODITY CODE: 600-82-120360  PAPER SHREDDER, MID-DUTY CROSS CUT TO 3/16 X 2 3/8". SHEETS PER PASS 24-26 BASED ON 20 LB PAPER. SPEED 25 FPM. THROAT SIZE 16". 1.75 HP MOTOR 115V.	1	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	ACCEPTS STAPLES AND PAPER CLIPS. MOTOR IS RATED FOR CONTINUOUS RUN. AUTO START/STOP CONTROLLED BY PHOTO CELL 3 WAY ROCKER SWITCH START/STOP/REVERSE AUTO SHUT OFF FOR JAMS. CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 10 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00009	COMMODITY CODE: 600-82-119439  PAPER SHREDDER MID-DUTY STRIP CUT TO .25". SHEETS PER PASS 32-40 BASED ON 20 LB PAPER. SPEED 30 FPM THROAT SIZE 16". 1.75 HP MOTOR 115V. MOTOR IS RATED FOR CONTINUOUS RUN. ACCEPTS STAPLES AND PAPER CLIPS. AUTO CONTROLLED BY PHOTO CELL. 3 WAY ROCKER SWITCH START/STOP/REVERSE AUTO SHUT OFF FOR JAMS. WOODEN CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 10 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	45	EACH	_____	_____
00010	COMMODITY CODE: 600-82-120361  PAPER SHREDDER, MID-DUTY CROSS CUT TO 3/16 X 2 3/8". SHEETS PER PASS 24-26 BASED ON 20 LB PAPER. SPEED 25 FPM. THROAT SIZE 16". 1.75 HP MOTOR 115V. ACCEPTS STAPLES AND PAPER CLIPS. MOTOR IS RATED FOR CONTINUOUS RUN. AUTO START/STOP CONTROLLED BY PHOTO 3 WAY ROCKER SWITCH START/STOP/REVERSE AUTO SHUT OFF FOR JAMS. CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 10 YEAR WARRANTY ON BLADES,	43	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	1 YEAR ON PARTS.  _____ SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00011	COMMODITY CODE: 600-82-120362  PAPER SHREDDER, HI VOLUME STRIP CUT TO .25".SHEETS PER PASS 45-50 BASED ON 20 LB PAPER. SPEED 30 FPM THROAT SIZE 16". 1.75 HP MOTOR 115V. MOTOR IS RATED FOR CONTINUOUS RUN. ACCEPTS STAPLES AND PAPER CLIPS. AUTO CONTROLLED BY PHOTO CELL. . 3 WAY ROCKER SWITCH START/STOP/REVERSE AUTO SHUT OFF FOR JAMS. WOODEN CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 10 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	EACH	_____	_____
00012	COMMODITY CODE: 600-82-120363  PAPER SHREDDER, HI-VOLUME CROSS CUT TO 3/16 X 2 3/8". SHEETS PER PASS 24-26 BASED ON 20 LB PAPER. SPEED 25 FPM. THROAT SIZE 16". 1.75 HP MOTOR 115V. ACCEPTS STAPLES AND PAPER CLIPS. MOTOR IS RATED FOR CONTINUOUS RUN. AUTO START/STOP CONTROLLED BY PHOTO 3 WAY ROCKER SWITCH START/STOP/REVERSE AUTO SHUT OFF FOR JAMS. WOODEN CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 10 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS.  SPECIFY BRAND (& NUMBER IF APPLICABLE)	1	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00013	COMMODITY CODE: 600-82-004512  PAPER SHREDDER HI VOLUME STRIP CUT TO .25". SHEETS PER PASS 45-50 BASED ON 20 LB PAPER. SPEED 30 OR 60 FPM TWO SPEED CHAIN DRIVE GEAR .THROAT SIZE 16". 2 4/5 HP MOTOR 115V W/20 AMP DEDICATED LINE. ACCEPTS STAPLES AND PAPER CLIPS. AUTO START/STOP BY PHOTO CELL. 3 WAY ROCKER SWITCH JAMS. WOODEN CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 10 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS.  SPECIFY BRAND (& NUMBER IF APPLICABLE)	1	EACH		
00014	COMMODITY CODE: 600-82-120364  PAPER SHREDDER, HI-VOLUME CROSS CUT TO 3/16 X 2 3/8". SHEETS PER PASS 35-40 BASED ON 20 LB PAPER. SPEED 24 OR 48 FPM WITH TWO SPEED CHAIN DRIVE GEAR MOTOR RATED FOR CONTINUOUS DUTY. THROAT SIZE 16". 1.75 HP MOTOR 115V. ACCEPTS STAPLES AND PAPER CLIPS. AUTO START/STOP CONTROLLED BY PHOTO CELL. 3 ROCKER SWITCH START/STOP/REVERSE AUTO SHUT OFF FOR JAMS. WOODEN CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 10 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS.  SPECIFY BRAND (& NUMBER IF APPLICABLE)	1	EACH		
00015	COMMODITY CODE: 600-82-119776	1	EACH		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	PAPER SHREDDER HI-VOLUME CROSS CUT TO 1/4" X 2 3/8". LARGE FEEDING TABLE WITH CONVEYOR BELT AND HAND GUARD FOR SAFETY, TWO DETACHABLE SIDE TABLES. SHEETS PER PASS 65-82 BASED ON 20 LB PAPER. SPEED 53 FPM MOTOR RATED FOR CONTINUOUS DUTY. THROAT SIZE 16". 8 HP MOTOR 220V 3PH. ACCEPTS CD'S, VHS TAPES, HARDBOUND DOCUMENTS. AUTO START/STOP CONTROLLED AUTO REVERSE FOR JAMS. CENTRALIZED BY PHOTO CELL. 3 WAY ROCKER SWITCH START/STOP/REVERSE AUTO SHUT OFF FOR WOODEN CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 10 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS. FOR LUBRICATION OF CUTTING HEADS. WOODEN CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 10 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00016	COMMODITY CODE: 600-82-119776  PAPER SHREDDER HI-VOLUME CROSS CUT TO 1/4" X 2 3/8". LARGE FEEDING TABLE WITH CONVEYOR BELT AND HAND GUARD FOR SAFETY, TWO DETACHABLE SIDE TABLES. SHEETS PER PASS 65-82 BASED ON 20 LB PAPER. SPEED 53 FPM MOTOR RATED FOR CONTINUOUS DUTY. THROAT SIZE 16". 8 HP MOTOR 220V 3PH. ACCEPTS CD'S, VHS TAPES, HARDBOUND DOCUMENTS. AUTO START/STOP CONTROLLED BY PHOTO CELL. 3 WAY ROCKER SWITCH START/STOP/REVERSE AUTO SHUT OFF FOR WOODEN CABINET ON CASTERS WITH DOOR TO HOLD SHREDDER BAGS. 10 YEAR WARRANTY ON BLADES, 1 YEAR ON PARTS.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	EACH	_____	_____
00017	COMMODITY CODE: 600-82-120365	1	EACH	_____	_____



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	LUBRICATING OIL.VENDOR WILL STATE THE STANDARD PURCHASE SIZE OF CONTAINER AND THE SHREDDER/SHREDDERS ACCOMMODATED PRICE PER OUNCE WILL DETERMINE THE AWARD  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00018	COMMODITY CODE: 600-82-120366  LUBRICATING OIL. VENDOR WILL STATE THE STANDARD PURCHASE SIZE OF CONTAINER AND THE SHREDDER/SHREDDERS ACCOMMODATED PRICE PER OUNCE WILL DETERMINE THE AWARD  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	EACH	_____	_____
00019	COMMODITY CODE: 600-82-120367  CORRECT SIZE BAG DESIGNED FOR A SHREDDER HELPS ELIMINATE WASTE.VENDOR WILL QUOTE ACCOMMODATE EACH SHREDDER/SHREDDERS BID AND ADVISE NUMBER BAGS IN CARTON ITEM NUMBER_____, NUMBER IN CARTON_____ SIZE OF BAG _____ FITS SHREDDER _____  AWARD WILL BE MADE ON A PER BAG BASIS  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	EACH	_____	_____
00020	COMMODITY CODE: 600-82-120368	1	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	CORRECT SIZE BAG DESIGNED FOR A SHREDDER HELPS ELIMINATE WASTE.VENDOR WILL QUOTE BAGS THAT ACCOMMODATE EACH SHREDDER /SHREDDERS BID AND ADVISE NUMBER BAGS IN CARTON ITEM NUMBER_____, NUMBER IN CARTON_____ SIZE OF BAG_____ FITS SHREDDER  AWARD WILL BE MADE ON A PER BAG BASIS  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____				
00021	COMMODITY CODE: 600-82-120369  CORRECT SIZE BAG DESIGNED FOR A SHREDDER HELPS ELIMINATE WASTE. VENDOR WILL QUOTE BAGS THAT ACCOMMODATE EACH SHREDDER /SHREDDERS BID AND ADVISE NUMBER BAGS IN CARTON ITEM NUMBER_____, NUMBER IN CARTON_____ SIZE OF BAG_____ FITS SHREDDER  AWARD WILL BE MADE ON A PER BAG BASIS  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	1	EACH	_____	_____
00022	COMMODITY CODE: 600-82-120370  CORRECT SIZE BAG DESIGNED FOR A SHREDDER HELPS ELIMINATE WASTE.VENDOR WILL QUOTE BAGS THAT ACCOMMODATE EACH SHREDDER /SHREDDERS BID AND ADVISE NUMBER BAGS IN CARTON ITEM NUMBER_____, NUMBER IN CARTON_____ SIZE OF BAG_____ FITS SHREDDER  AWARD WILL BE MADE ON A PER BAG BASIS	1	EACH	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
<div><div></div><div></div></div>	<div><div>SPECIFY BRAND (&amp; NUMBER IF APPLICABLE)</div><div></div></div>				